

Technical Committee - Terms of Reference

Background

Service and Creative Skills Australia (SaCSA) is an industry-owned, industry-led [Jobs and Skills Council](#) (JSC), funded by the [Department of Employment and Workplace Relations](#) (DEWR). We provide workforce planning, guidance, solutions and industry stewardship for the Arts, Personal Services, Retail, Tourism and Hospitality sectors.

Working within a tripartite approach, SaCSA is the critical link between industry stakeholders, government and unions. We aim to provide a stronger, more strategic voice in ensuring Australia's Vocational Education and Training (VET) sector delivers positive outcomes for employers, workers, learners, trainers and educators.

As the leader in workforce development initiatives for our industries, SaCSA collaborates with industry to identify and articulate current and future employment trends and develops solutions that best serve those needs.

Overview

As outlined in the [Training Package Organising Framework](#) (TPOF) and subsequent Training Package Product Development Process (Step 1.2), JSCs must establish a Technical Committee in the initial development step of the process.

Technical Committees must include individuals from a range of backgrounds, including industry experience, geographical locations and interests relating to the technical project for which the Technical Committee is convened. SaCSA acknowledges whilst that the Training Package Products Development and Endorsement Process Policy (TPP DEPP) isn't explicit about how each of the groups below must be represented, SaCSA will ensure that the composition of the Technical Committee must be able to provide advice any, or all, of the following:

- Training design
- Delivery and assessment
- Australian Qualifications Framework (AQF) levels
- Impacts on learners
- Possible implementation issues

The Technical Committee may also support the development process of the units of competency and qualifications and identify any additional stakeholders that should be included in the consultation strategy.

As outlined in the TPOF, Technical Committee members are appointed to the Technical Committee on the basis of their expertise and capacity to provide expert advice to the JSC on the specific project. While members are likely to belong to organisations that have a specific interest in the relevant training package, they are not appointed to the Technical Committee to advocate for those interests.

Technical Committees will comprise no fewer than seven and no more than seventeen individuals. If, for whatever reason, a Technical Committee member resigns from the Committee, they will be replaced with an individual that meets the above criteria in a timely manner.

Technical Committee members are volunteers and not a paid position at SaCSA.

Roles and Responsibilities

The Technical Committee will be formed for the purpose of providing expertise for each approved Activity Project and will be dissolved at the completion of the Activity Project.

Technical Committee operate in accordance with the requirements and expectations outlined in:

- [JSC Code of Conduct](#)
- [JSC Program Guidelines](#)
- [Training Package Organising Framework 2025](#)

The Technical Committee is an advisory body that does not have overriding strategic nor decision making authority outside the Activity Project.

Throughout the entirety of the Activity Project, the Technical Committee will meet periodically to review the drafting of training products, review the consultation logs and provide feedback on the draft training products of the Activity Project to SaCSA.

Qualification Development Quality Principles

The Technical Committee must ensure the following Qualification Development Quality Principles (as outlined in the TPOF), are applied to the training product throughout the review process:

Principle	Overview
Principle 1	Qualifications and Units of Competency (UoC) are informed by learners' needs and aspirations, enabling individuals to adapt to changing job roles and workplaces and transition across occupations and industries.
Principle 2	Qualifications and UoC are informed by industry needs and describe industry-relevant and future-oriented knowledge and skills that are adaptable to structural change.
Principle 3	The Application of Skills and Knowledge (ASK) are considered in the design of Qualifications and UoC, providing coherent knowledge progression within qualifications, facilitating mobility within and across industries, and between educational organisations and systems, as appropriate.
Principle 4	Qualifications include an appropriate mix of technical and broader skills, including foundation, cognitive, interpersonal and intrapersonal skills.
Principle 5	Data and evidence underpin decisions relating to the development, update or maintenance of qualifications and UoC.
Principle 6	New or amended qualifications and UoC do not substantially duplicate other existing training package products, except where a higher level of detail is required for licencing, high-risk, safety or regulatory reasons
Principle 7	Qualifications and UoC are designed with an appropriate level of specificity that allows for flexible training and assessment, and minimises the need for frequent updates, except where a higher level of detail is required for licencing, high-risk, safety or regulatory reasons.

A statement that the Technical Committee has reviewed the draft training package products must form part of the submission to the Assurance Body.

SaCSA considers all relevant evidence and data, together with design characteristics and the purposes of training when applying the Qualification Development Quality Principles to their training package product development review. SaCSA is responsible for notifying Senior Responsible Officers, Assurance Body and other Jobs and Skills Councils that the details of the Technical Committee, including membership and terms of reference have been published on the website.

Chair

The Chair will be the SaCSA Project Lead assigned to the qualification review and will provide leadership, direction and structure to ensure all meetings are productive and facilitate the views of all committee members. The Chair will work with the Secretariat to ensure agendas are clear, relevant and represent the Technical Committee's priorities and strategic objectives.

Deputy Chair

The Deputy Chair will be a representative of SaCSA, and will facilitate and assume the role of Chair in their absence.

Secretariat

Prior to the meeting, the Secretariat (a SaCSA representative) will distribute the meeting agenda with all supporting documentation, take clear and concise meeting minutes to ensure all committee members are represented correctly and authentically with key discussions recorded and archived.

Composition of the Technical Committee

Technical Committees must be comprised of at least one of each of the following:

Subject matter experts in the relevant industry

SaCSA considers Subject Matter Expertise as current, in-depth working knowledge of emerging trends, technologies and regulatory requirements of the qualification(s) under review. Subject Matter Experts (SMEs) are appointed to a Technical Committee to provide practical insights into the knowledge and skill requirements that industry has, and to identify and address skills shortages experienced within the sector.

SMEs will augment the training and education development, delivery and implementation expertise of Educational Experts and Registered Training Organisation (RTOs) representatives.

Educational Experts

Educational Experts ensure that when undertaking training product development, the Technical Committee considers the perspectives of learners and those who deliver vocational education and training. Therefore, Educational Experts need to have skills and knowledge about contemporary methods of adult/vocational teaching and learning, but do not necessarily require expertise related to the qualifications under review.

An individual may be able to be both an Educational Expert and an RTO representative.

State and territory Representatives

State and territory Representatives on Technical Committees play a critical role to ensure that national skills standards, qualifications and training products align with specific requirements of their jurisdiction. State and territory representatives will have technical expertise on training package development from the perspective of their state or territory, and provide insights from local employers, peak bodies, small business and regional employers to ensure diverse representation is achieved. State and Territory representatives provide crucial feedback to ensure training products both address skills gaps critical to their jurisdiction and are also nationally consistent, and ensure training product reforms are practical, equitable and responsive.

As outlined in the Training Package Assurance Submission Compliance Guide, whilst there is no requirement that the 'state and territory representatives with relevant expertise' is a State Training Authority (STA) representative, however, it may be appropriate for state and territory representatives to be selected from a state/territory regulator, licensing body, or other authority (as appropriate). There is also no requirement for a person from every state/territory to be included on the Technical Committee.

SaCSA will be inviting STA representatives as guests to all Technical Committees to ensure state and territory regulator involvement in the Project..

Registered Training Organisations (RTOs)

RTOs play a crucial role in translating training packages and qualifications into practical learning and assessment. Their representation on the Technical Committees provides guidance to ensure qualifications are practical to deliver, aligned to industry expectations, compliant with regulatory authorities and responsive to learner needs. RTO representatives are appointed to provide insights into how skills translate into formal training and assessment, while providing feedback on the feasibility of delivering training products within real world constraints and not promoting their own interests.

An individual may be able to be both an RTO representative and an Educational Expert.

SaCSA will endeavour to ensure that private RTOs and TAFEs are equally represented on all Technical Committees.

Employers

Employers participating in Technical Committees are essential to ensuring that graduates have the necessary skills, knowledge and attributes required by industry. Employers' representatives provide insight into industry skills shortages, emerging trends and new technologies.

Unions and Regulators

Where the training package product relates to an occupation that is subject to licensing, regulation, legislation or is governed by an industrial relations instrument, regulators and unions must be included on the Technical Committee.

Guests

Guests may be invited to Technical Committee meetings to provide additional expertise. Guests may provide feedback and insights, however, will not be listed as Technical Committee members, nor have any voting rights if a decision needs to be made during the Project. Guests will be required to provide appropriate documentation prior to the meeting, including Conflict of Interest forms and to adhere to all policies listed below.

Strategic Workforce Advisory Group (SWAG)

SWAG members may be appointed to a Technical Committee via the same Selection Criteria process as all applicants (as outlined below). They are not afforded automatic entry as a member.

SWAG members may request to the Chair of a Technical Committee to be invited as a Guest (and follow all the requirements of being a Guest as outlined above).

Scope and Term

The scope and term of each Technical Committee is outlined in the Project Overview and Consultation Strategy listed on the SaCSA website.

The role of the Technical Committee is exclusively related to the training package development of the Activity Project.

Selection criteria

To ensure that applicants are selected based on the above criteria, SaCSA undertake the following process:

	Process
Expression of Interest (Eoi) Submission	<p>Applicants must submit their Eoi via the official online form, located on the SaCSA website. Applicants must provide the following details:</p> <ul style="list-style-type: none"> ○ Professional experience ○ Industry currency ○ Evidence of qualifications relating to the Project ○ A current resume detailing employment history ○ A completed Interests Disclosure Form (digitally or handwritten signature) <p>Eois are open for 2 - 4 weeks after Project launch.</p> <p>SaCSA undertakes an initial screening to ensure that all documentation is provided in the correct format, all forms are complete and resume, qualifications and supplied documentation is relevant to the Project.</p> <p>SaCSA may also consider existing candidates that have provided their EOIs previously. This includes previous applicants, former Technical Committee members, or individuals who expressed interest in earlier opportunities. These applicants are contacted directly to confirm their interest.</p>
Application Evaluation	<p>Once the initial screening is complete, the Project Lead reviews all eligible applicants and creates a shortlist to interview based on:</p> <ul style="list-style-type: none"> ○ Currency of industry expertise relevant to the Project ○ Knowledge of the VET sector ○ Role or experience that supports training product development ○ Reflect appropriate representation, ensuring balanced and inclusive perspectives <p>Applicants do not need to meet every criterion (for example, being a SME, RTO and an Educational Expert), but should demonstrate relevant expertise aligned to the requirements set out in the TPP DEPP.</p>
Interviews	<p>Shortlisted applicants are invited to attend an interview with the Project Lead and other relevant SaCSA staff.</p> <p>Interviews are structured and aligned to an Evaluation Criteria to determine appropriateness of candidates.</p> <p>Successful interviewees will be required to provide a minimum of two references and SaCSA will undertake a due diligence check.</p>
Final Selection	<p>The Project Lead presents to the:</p>

	<ul style="list-style-type: none"> ○ General Manager, Product Design and Development ○ Executive Director, Products and Projects and ○ Executive Leadership Team <p>a summary of preferred candidates and justification for their recommendation and presents this to for approval and appointment.</p>
<p>Appointment of Technical Committee Member</p>	<p>Once a Technical Committee member is approved by SaCSAs Executive Leadership Team, the Project Lead will send through a letter of successful appointment with the following documentation including:</p> <ul style="list-style-type: none"> ○ JSC Code of Conduct ○ Technical Committee Terms of Reference ○ Project Brief ○ Meeting dates <p>Members are formally appointed once all documents are complete and returned.</p> <p>A list of all Technical Committee members are then published on the SaCSA website under the specific Project.</p>

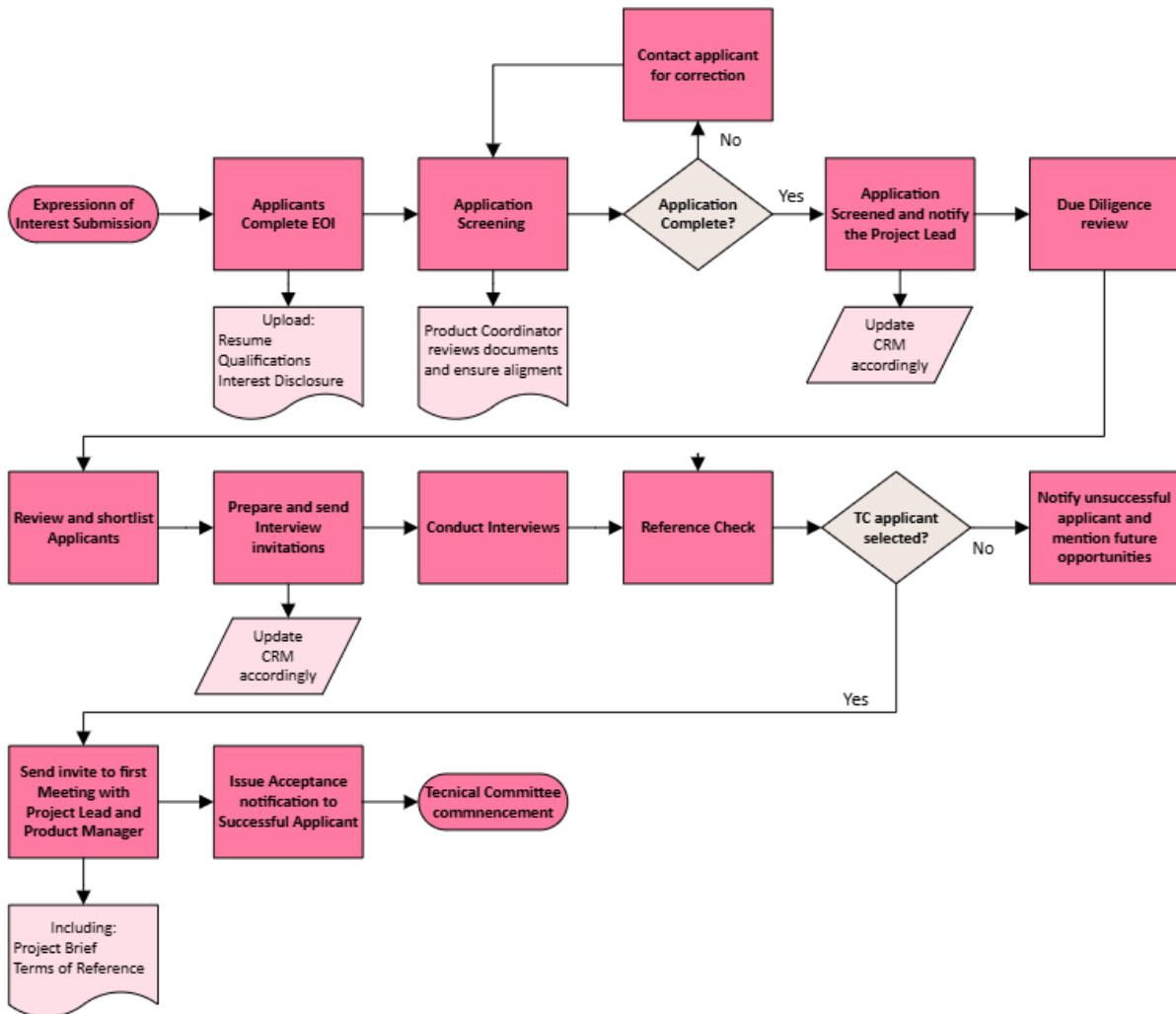


Figure 1. Expression of Interest for the Technical Committee Flowchart

Meetings, Agenda and Minutes

Meetings may be facilitated either in-person or virtually. Agendas will be sent to each member within the Technical Committee prior to the meeting, to ensure that members have appropriate time to read and consider any supporting documents. Meetings will be facilitated by the SaCSA Project Lead who is managing the Activity Project and minutes will be distributed after the meeting. Other SaCSA staff members may be in attendance for the purpose of notetaking, record-keeping and other ancillary support. All feedback will be recorded in writing, and may include digital note-taking.

Decision-making

The Technical Committee has an advisory role to assist SaCSA and does not have any authority to commit SaCSA to any recommendations. The Technical Committee can put forward recommendations and SaCSA have to genuinely consider these recommendations.

Throughout the duration of the Activity Project, SaCSA will genuinely consider all advice given by the Technical Committee.

Reimbursement of Technical Committee members

SaCSA may reimburse Technical Committee members for any reasonable pre-approved expenses (including travel and accommodation expenses) incurred by the member for:

- in-person attendance for Technical Committee meetings
- on the business of SaCSA as requested by the Project Lead or
- in carrying out approved duties as a Technical Committee member

on receipt of a valid, itemised tax invoice (i.e. a copy of the receipt) in respect of such expenses.

Privacy and confidentiality

Technical Committee members must keep confidential all deliberations, recommendations and advice of the Committee unless expressly permitted by the Executive Leadership Team. .

Any confidential information received by a Technical Committee member in their position as a member of a Technical Committee must not be disclosed to any person, internal or external within their organisation, unless authorised by the SaCSA CEO or SaCSA Board, or required by law.

At all times, a Technical Committee member must be a fit and proper person to perform their duties and functions in accordance with these Terms of Reference.

Any breach of the Terms of Reference may result in disciplinary action, including but not limited to removal from the Technical Committee.

Conflicts of Interest

1. A conflict of interest may be actual, potential or perceived, and it may be financial or non-financial:
 - An actual conflict of interest is defined as a direct conflict between an individual's duties and responsibilities as a member of a Technical Committee and their personal interests. For example, the individual is a close or personal relationship with an employee of the organisation that they are a Technical Committee member of.
 - A potential conflict of interest arises in situations where there could be a conflict between the Technical Committee member's professional duties and responsibilities and their personal interests. For example, an individual is a director of two organisations which may both compete for a grant in the future.
 - A perceived conflict of interest arises where there may appear to be a conflict between an individual's responsibilities as a member of a Technical Committee and their personal interests. For example, an individual is an investor in a company that their board may be perceived to be able to influence
 - Personal interests include direct interests, as well as those of family, friends or other organisations a person may be involved with or have an interest in.
2. An interest will be considered material if it is of some substance or significance, and not merely a slight or low value interest.
3. An interest or association outlined above will be considered to give rise to a 'material' conflict if it has a reasonable possibility of influencing, or as reasonably being seen to influence, the decision or actions of the relevant individual.
4. It is the responsibility of a Technical Committee member to:

- Disclose any material personal interests or material personal associations that could give rise to an actual, potential or perceived conflicts of interest that they have in relation to affairs of the Technical Committee; and
- not be present while any matter which relates to their conflict of interest is being considered at the meeting;
unless those Technical Committee members who do not have a conflict of interest in the matter have passed a resolution that:
 - Identifies the Technical Committee member.
 - Outlines the nature and extent of their conflict of interest; and
 - States that those Technical Committee members are satisfied that the interest should not disqualify the member from being present.

Supporting documents

[Training Package Products Development and Endorsement Process Policy](#)

[Training Package Products Policy](#)

[Conflict of Interest Form](#)

[Gifts and benefits Form](#)

Version Control

Version no	Description of Change	Owner/Author	Date
1	Initial document	Katrina Higham, General Manager, VET Engagement and Product Development	5/6/2024
2	Update of ToR	Katrina Higham, General Manager, Product Design and Development	29/07/2025